

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **November 17, 2011 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** TERRY WATERMOLEN, DON CARMICHAEL, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER and VICKY VAN VONDEREN

**EXCUSED:** CARLA BUBOLTZ

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, and Sue Lagerman (staff).

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVE/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel, seconded by Froelich, to approve the agenda. **Motion carried.**

### MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications.

### OPEN FORUM FOR THE PUBLIC

No one from the public was present to address the Board.

### INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Everything continues to run smoothly and there are no new items or issues to discuss.

### FACILITIES REPORT

#### **a. Report of Central Library Renovation Task Force (Kathy Pletcher and John Hickey)**

The Task Force will present at the Friends of the Brown County Library Board meeting on Monday, November 21. The elevator repair is included in the library's 2012 budget (\$400,000) and has been removed from the bonding schedule. To maintain the original bonding amount (\$1.9 million) a project could be included like the HVAC for the new Local History area. But staying with the reduced amount (\$1.5 million) for bonding may be more strategic. It is important to stay on track for getting the schematics. Highest potential for receipt of grants would be in the category of energy conservation. Schematics are needed for this purpose. The design and schematics are essential in moving the project forward. Lynn showed a sample of the new skylight. Additional lighting is also included in the project. The library's closure on Tuesday, November 22 is to accommodate the removal of the present T-beams. The project will be completed around Christmas. The only hazard that would cause an interruption to the project is wind.

#### **b. Facility Maintenance Plan Update**

The library facilities Maintenance Long Range Plan is a compilation from both Boldt's and Energy Corps' assessments. It indicates completed projects, carryover projects, and proposed 2012 projects. There are some new items (like security cameras); replacing water heating systems; and painting the interior of Southwest Branch. Reconfiguring the Circulation desk and work room to prepare for RFID at Central are also included. Some Central items have been deferred in anticipation of the renovation. The plan covers 20 years and is constantly evolving. Terry noted that Curt has been phenomenal in this process – always looking for ways to save money.

#### **c. Other Activity**

The bathroom renovations at the Southwest and Ashwaubenon branches are finished. There are just a few punch list items that need to be completed. They look very nice. Occupancy permits have been issued and signs have been ordered.

The way finding signs funded by the Friends of the Library have been delivered to the County Highway Department for installation.

### ACCOUNTANT'S REPORT

- a. Financial Report** Lori distributed the financials for October, 2011. Lori noted that it is a little early to estimate carryover amounts. It was reported that the turnover reduction on salaries was met. Overall, the library is under budget. **Motion** by Kegel, seconded by Froelich, to approve the October, 2011 financial reports. **Motion carried.**

**b. Acceptance of Gifts, Grants and Donations**

**Motion** by Carmichael, seconded by Hickey, to accept the October, 2011 Gifts Grants and Donations as follows:

**October, 2011****Gifts & Donations**

10/05/11	Janet Schabell - In Memory of Leone McKenney	\$ 425.00	Kress Children's Materials
10/05/11	George & Marie Gantz - In Celebration of Ernal Lorberlatt	20.00	Books on CD
10/05/11	The Celebrate Committee, Inc.	500.00	Kress Children's Materials
10/12/11	John Bettinger	50.00	Magazines & Film
10/12/11	OMNOVA Solutions Foundation	1,000.00	WH Reading Program
10/19/11	Friends of Brown County Library	1,000.00	Children's Programming
10/19/11	Branch Buddies of Brown County Library	125.00	Pulaski Performer
10/19/11	Branch Buddies of Brown County Library	81.24	WH Fish Aquarium
10/19/11	Friends of Brown County Library	80.62	Artwork & Teen Games
10/01/11	Ashwaubenon	39.17	Donation Box
10/01/11	Adult Services		Donation Box
10/01/11	Bookmobile	4.00	Donation Box
10/01/11	East	39.26	Donation Box
10/01/11	Weyers/Hilliard	140.30	Donation Box
10/01/11	Central Circulation	43.54	Donation Box
10/01/11	Kress	19.56	Donation Box
10/01/11	Pulaski	4.37	Donation Box
10/01/11	Southwest	96.41	Donation Box
10/01/11	Wrightstown	9.97	Donation Box
	Total Donations	<u>\$ 3,678.44</u>	

**Federal & State Grants**

10/31/11	Nicolet Federated Library System	\$ 11,265.01	Collection Development
10/31/11	Nicolet Federated Library System	513.23	Technology

**Total Federal & State Grants**\$ 11,778.24

**Motion carried.**

**2012 BUDGET**

During the budget meeting, it was proposed to eliminate funding for Bookmobile and add \$50,000 to book budget. Both motions failed. Some of the same comments still come up – Bookmobile checkouts aren't very many; people don't need books; the computers are only used to play games; why is the library in the DVD business? More information needs to be conveyed to educate and inform the county board on library business. Communication with county board and their constituents must remain a priority. Ways to improve or change the distribution of information were discussed. It may be beneficial to give a presentation to the County Board to answer these and similar questions or concerns. Distributing library information needs to be ongoing process.

The county restored \$94,000 to the library's budget and the library will make up the budget shortage from the fund balance.

**RFID UPDATE**

Three RFID projects are underway:

The Southwest Branch was selected as a pilot site for MK Sorting Systems. Security gates, a self-check and tagging equipment were received this week. Volunteers are tagging the materials. An open house is planned for December 5 to unveil the self-check and demonstrate the system.

An NFLS grant will support the RFID project at Central Library. A bid has been submitted for tags. Eight bids were received and MK Sorting was the lowest bid. The library will purchase 350,000 tags initially.

RFID equipment will need to be installed at Central. Three vendors have been asked for a rough estimate. Two have been received to date. The vendors of the two lowest bids will be invited to the library for a demonstration to all staff. The equipment purchase will be made through either SirsiDynix (our current vendor) or WLS who holds a state contract.

### **3M COGENT UPDATE**

This project is not going to take place. Corporation Counsel, John Luetscher, questioned privacy, confidentiality, and freedom of information laws in relation to the data that would be collected through this proposal. 3M Cogent agreed the potential conflicts would be prohibitive. It was agreed not to pursue the project any further.

### **REPORT OF WORK RULES COMMITTEE**

#### **a. Approve Vacation Policy**

**Motion** by Carmichael, seconded by Pletcher, to approve the Vacation Policy, effective January 1, 2012. **Motion carried.**

### **NICOLET FEDERATED LIBRARY SYSTEM**

#### **a. Monthly update**

Lynn and Mark Merrifield met and he is working on some minor changes to the Resource Library Agreement. Regarding ebooks, there is a \$1M initiative at the state level to purchase them. Individual libraries each will pay about \$26,000 toward the initiative. This commitment will also provide some buying power. Individual libraries may now purchase additional copies of books for use by our library cardholders only. NFLS will purchase additional copies for NFLS and OWLs.

### **PRESIDENT'S REPORT**

It appears that there will not be any pressing issues to discuss at a December meeting. Terry proposed that the December meeting be cancelled. If for some reason the library board needs to convene, a special meeting could be called. The board supports this suggestion. The next regular meeting of the Library Board will be January 19, 2012 subject to unexpected items that may require board action.

Forming a nominating committee for election of Library Board officers was discussed. Chris Froelich, Paul Kegel and Don Carmichael volunteered to serve as the nominating committee.

### **DIRECTOR'S REPORT**

An arbitration matter regarding Sunday postings resulted in agreement acknowledging that Administration's reading of the contract language was accurate. It was agreed that the library would pay 50% of cost and the union would pay the other half. Attorney Fred Mohr had indicated that if the library didn't agree, costs could have been as high as \$4000.

The Green Bay Area Model Railroader's Club is moving into the lower level at Kress and things are moving along well. Central public services reorganization is complete. Two service desks have been combined into one. The Reference Desk has absorbed Telephone Reference and the auto attendant (phone) has been revised and implemented. Lynn complimented Administrative staff for their tireless efforts and the Library Board for their leadership and authority to allow staff to move forward.

### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

### **ADJOURNMENT**

**Motion** by Froelich, seconded by Carmichael, to adjourn the meeting. **Motion carried.**

### **Happy Holidays!**

The meeting adjourned at 8:25 p.m.

### **NEXT REGULAR MEETING**

January 19, 2012

Central Library

515 Pine Street, Green Bay

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary  
Sue Lagerman, Recording Secretary

